CLASS TITLE: ELEMENTARY HEAD CUSTODIAN

DEFINITION: Under direction, performs routinely difficult work providing the custodial maintenance of a small school plant; and performs related work as required.

EXAMPLE OF DUTIES:

- Coordinates and participates in sweeping, mopping and waxing floors, dusting and polishing furniture, washing windows and walls, disposing of rubbish and cleaning ground areas
- Plans, assigns and checks the work of night custodians
- Checks buildings and grounds for vandalism and safety hazards
- Makes reports and takes corrective action
- Requisitions needed supplies and materials
- Provides low level maintenance to school property, grounds, buildings and equipment
- Reports needs for major repairs
- Receives and stores supplies and equipment
- Assists in school activities by setting up rooms for meetings and special activities
- Reports need for repair, adjustment or servicing of plant heating and ventilating systems

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to two years experience in school custodial work.

Knowledge of:
- School cleaning problems, methods, materials and equipment
- The operation and maintenance of heating equipment
- The principles of the operation and maintenance of heating equipment

Skills in:
- Establishing and maintaining effective working relationships with others
- Doing simple building and grounds maintenance and minor repair work
- Keeping records and preparing reports

Ability to:
- Learn and interpret rules, regulations, procedures and policies